



CALIFORNIA EMERGENCY MANAGEMENT AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | CALIFORNIA EMERGENCY MANAGEMENT AGENCY | RELEASE DATE: | Thursday, April 30, 2009 |
| POSITION TITLE: | INLAND REGIONAL ADMINISTRATOR/COASTAL REGIONAL ADMINISTRATOR | FINAL FILING DATE: | Thursday, May 28, 2009 |
| CEA LEVEL: | CEA 1 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 6,173.00 - \$ 7,838.00 / Month | BULLETIN ID: | 04272009_4 |

POSITION DESCRIPTION

Under the general direction of the Director, Regional Operations, the Regional Administrator is responsible for program planning and administration to ensure effective preparedness, response and transition to recovery to any and all forms (all-risk) of disasters and emergencies within an administrative region of the State. The incumbent will perform the following duties: plan, organize, assign, coordinate, review and supervise the work of the regional staff and regional budget in administering preparedness and response, planning for emergency operations. Ensure the readiness of staff and facilities including an effective duty officer program. Direct the Inland (Mather) or Coastal (Oakland) Region Emergency Operations Center as well as support the State Operations Center emergency operations. In conjunction with headquarters, will participate in the formulation and establishment of policies and procedures for CalEMA regional programs and operations; plan improvements in regional programs; identify program and policy needs, propose recommendations to the Director; establish and enforce policy within the Region; coordinate effectively with other division, branches, and programs within the Agency; represent the Agency in contact with officials of federal, state and local governments, legislators, members of the Governor's staff, the news media, private sector organizations and the general public. Advise and consult with federal, state, regional and local governing bodies and agencies and the private sector in the administration of state and Federal Emergency Management Agency (FEMA) programs, including Emergency Management Performance Grant (EMPG), emergency operations simulation exercises, etc. Prepare assessments of local government needs through the establishment of locally based advisory committees to advise California Emergency Management Agency's (CalEMA) in improving its services to the community. Assure disaster preparedness/readiness and response and recovery planning efforts through communication and contact with a broad spectrum of stakeholders, managers, chiefs, legislature, senior officials of federal, state and local government agencies and the private sector. May serve as the Deputy State Coordinating Officer in implementing state and federal disaster assistance programs subsequent to gubernatorial and/or presidential disaster declarations.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a

private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience in an administrative or executive capacity with responsibility for program administration, policy development and fiscal management relating to legislative issues that developed the following qualifications: 1. Experience in an administrative or executive capacity with responsibility for program administration, policy development and fiscal management relating to legislative issues. 2. Demonstrated ability to effectively organize and supervise a multi-disciplinary professional staff. 3. Extensive knowledge of the legislative process at both the Federal and California State government levels. 4. Ability to communicate with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Agency effectively before a wide range of audiences, including the State Legislature, local government, the public or other similar body. 5. Demonstrated ability to develop cooperative working relationships with representatives of all levels of government and the public. 6. Strong management and leadership skills, particularly in the area of policy formulation and development and the demonstrated ability to facilitate the establishment of priorities. 7. Demonstrated ability to effectively communicate, orally and in writing, in the preparation of legislative proposals, and to provide technical assistance with the drafting of legislation impacting the CalEMA. 8. Knowledge of the Agency's organization, objectives, programs and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. Applications will be retained for twelve months.

The Results of this examination may be used to make additional appointments to CEA positions that are substantially the same and used to fill subsequent vacancies for these position(s) for a period of up to twelve months. The additional position title(s) are listed below:

CEA I, Inland Regional Administrator - Mather, and CEA I, Coastal Regional Administrator - Oakland

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final filing date. The appointing power shall compare each candidate's qualifications for the positions against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. The eligibility lists created from the results of this examination may be used to fill multiple vacancies for a period of up to twelve months. Applications will be retained for twelve months.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY, Personnel Section - Exam Unit
3650 Schriever Avenue, Mather, CA 95655
Gail Loesch | 9168458323 | Gail_Loesch@OES.CA.GOV

ADDITIONAL INFORMATION

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on May 28, 2009. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to Gail.Loesch@oes.ca.gov or faxed to (916) 845-8394 to ensure delivery prior to the final filing date. Faxed application packets must be followed by the original application packet to the above address.

Questions regarding this examination should be directed to Gail Loesch at (916) 845-8323.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA EMERGENCY MANAGEMENT AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and

rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>